

## PURCHASING

### Jim Lindley

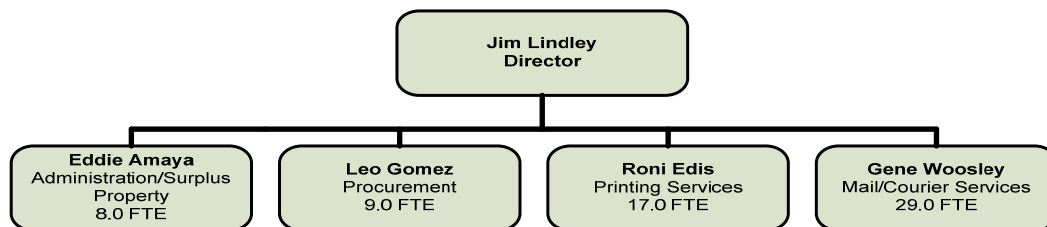
#### MISSION STATEMENT

The Purchasing Department is dedicated to manage for our customers the most cost-effective and efficient procurement of quality goods and services in support of the County of San Bernardino mission and goals. We will accomplish this through exceptional customer service, innovative processes, and sound business practices. In addition, we provide in-house services such as comprehensive mail services, printing, and surplus property and storage operations through three internal service programs (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations).

#### STRATEGIC GOALS

1. Initiate and conduct a countywide quarterly training program that trains county employees on specific Procurement and the Internal Service Funds policies and procedures to ensure quality customer service.
2. Enhance the quality of service for departments by increasing the number of Buyer II's that earns the C.P.M. accreditation within the Purchasing Department.
3. Promote efficiency in mail services by re-advertising and encouraging the multiple capabilities of the intelligent inserting of mail to county departments and any outside agencies and municipalities.
4. Promote efficiency by standardizing the current request for proposal (RFP) process to create an RFP template for all county departments to use.
5. Increase turnaround service of a requisition by creating an interactive requisition form and post on the Purchasing web page on Countyline to enhance customer service.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

2007-08					
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
<b><u>General Fund</u></b>					
Purchasing	1,307,588	50,000	1,257,588		15.0
Total General Fund	1,307,588	50,000	1,257,588		15.0
<b><u>Internal Service Funds</u></b>					
Printing Services	3,665,519	3,708,849		43,330	18.0
Surplus Property and Storage Operations	4,645,121	4,706,000		60,879	5.0
Mail/Courier Services	7,067,755	7,093,188		25,433	30.0
Total Internal Service Funds	15,378,395	15,508,037		129,642	53.0
<b>Total - All Funds</b>	<b>16,685,983</b>	<b>15,558,037</b>	<b>1,257,588</b>	<b>129,642</b>	<b>68.0</b>

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.



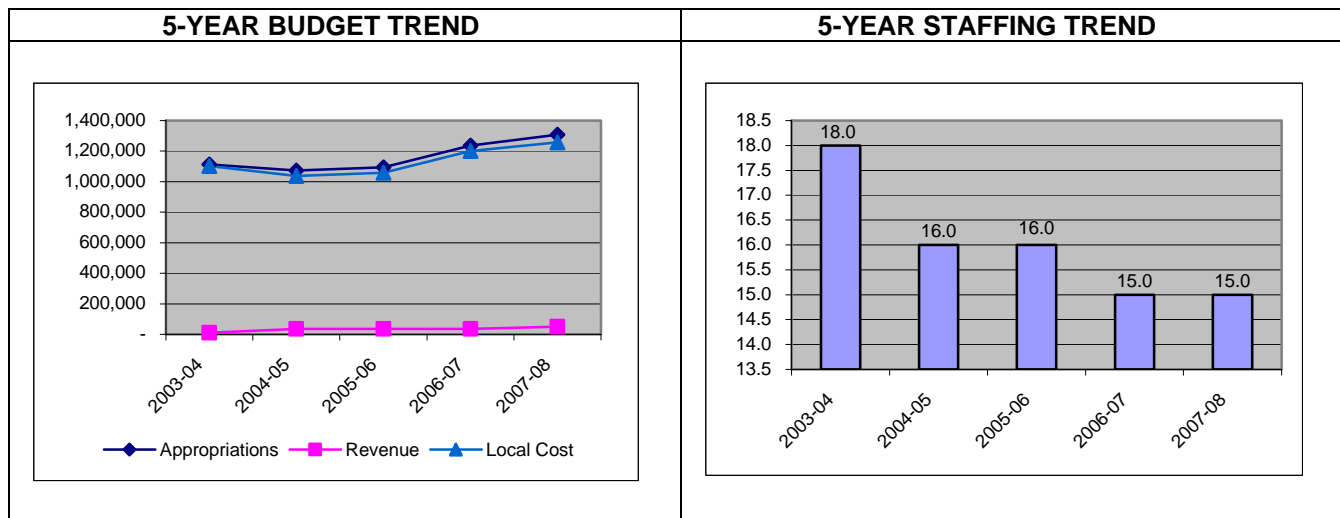
## Purchasing

### DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Surplus Property and Storage Operations, Mail/Courier Services and Printing Services). Purchasing also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

### BUDGET HISTORY

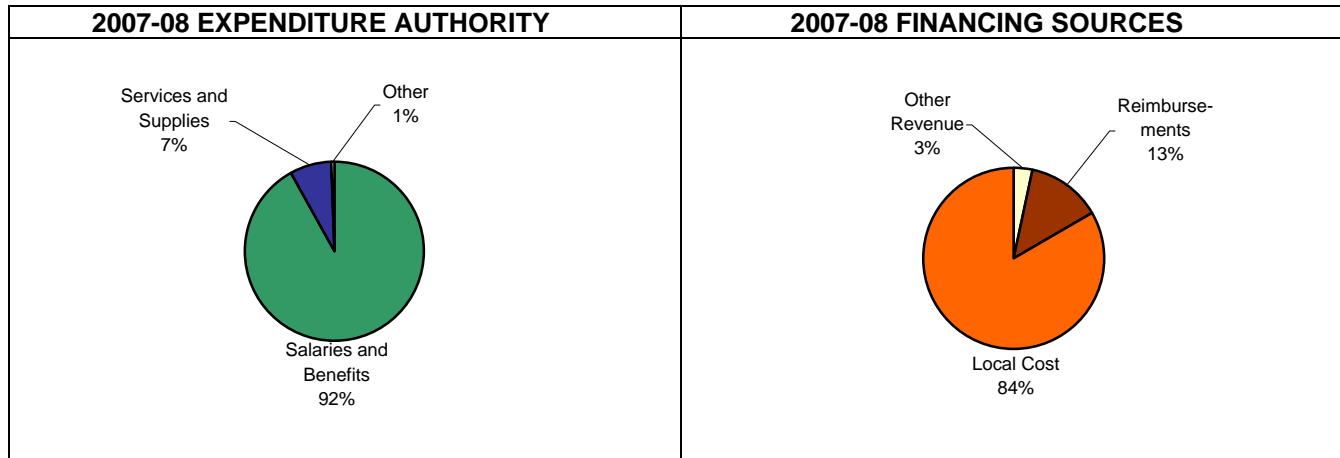


### PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	1,022,018	1,045,091	1,113,255	1,273,858	1,265,411
Departmental Revenue	36,568	38,293	38,755	73,000	65,060
Local Cost	985,450	1,006,798	1,074,500	1,200,858	1,200,351
Budgeted Staffing				15.0	



## ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive  
DEPARTMENT: Purchasing  
FUND: General

BUDGET UNIT: AAA PUR  
FUNCTION: General  
ACTIVITY: Finance

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	1,184,267	1,137,450	1,167,204	1,226,020	1,290,702	1,390,894	100,192
Services and Supplies	22,300	91,365	107,323	149,498	121,323	83,994	(37,329)
Central Computer	13,420	16,683	18,694	20,762	20,762	26,861	6,099
Other Charges	997	728	420	104	104	-	(104)
Equipment	-	-	-	9,214	-	-	-
L/P Struct/Equip/Vehicles	5,783	6,052	-	4,981	4,981	-	(4,981)
Transfers	3,312	3,432	3,233	4,105	4,105	9,458	5,353
Total Exp Authority	1,230,079	1,255,710	1,296,874	1,414,684	1,441,977	1,511,207	69,230
Reimbursements	(208,061)	(210,619)	(183,619)	(149,273)	(206,119)	(203,619)	2,500
Total Appropriation	1,022,018	1,045,091	1,113,255	1,265,411	1,235,858	1,307,588	71,730
<b>Departmental Revenue</b>							
State, Fed or Gov't Aid	8,043	2,249	1,182	-	-	-	-
Current Services	-	-	24	11	-	-	-
Other Revenue	28,500	36,035	37,528	65,049	35,000	50,000	15,000
Other Financing Sources	25	9	21	-	-	-	-
Total Revenue	36,568	38,293	38,755	65,060	35,000	50,000	15,000
Local Cost	985,450	1,006,798	1,074,500	1,200,351	1,200,858	1,257,588	56,730
Budgeted Staffing					15.0	15.0	-

Salaries and benefits of \$1,390,894 fund 15.0 positions and are increasing by \$100,192 primarily because of MOU, equity and retirement rate adjustments, an increase of \$14,211 in worker's compensation charges and \$6,344 for a reclassification of a Business Systems Analyst II to a Business Systems Analyst III.

Services and supplies of \$83,994 include software and hardware computer upgrades, training, office supplies, and annual equipment maintenance. The decrease of \$37,329 reflects a one-time expenditure that occurred in 2006-07 for a major remodel at 777 E. Rialto Avenue that will not be budgeted in 2007-08, and a reduction in the use of temporary help.

Transfers of \$9,458 include \$5,500 for Facilities Management charges for general department maintenance and mandated EH&P charges of \$3,958.

Reimbursements of \$203,619 represent transfers from the three internal service funds (Printing Services, Surplus Property and Storage Operations, and Mail/Courier Services) for administrative support and \$20,000 from Human Services for the reimbursement of surplus property given to community based organizations.



Departmental revenue of \$50,000 represents yearly proceeds from the sale of surplus property to the countywide auction vendor Nationwide. The \$15,000 increase is the result of the Board of Supervisors approved contract for Nationwide that has better sale proceeds for surplus property and a lower buyer's premium that will result in increased yearly revenue for the Purchasing Department.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Actual	2007-08 Projected
Percentage increase of county employees who have been trained by Purchasing in specific procurement and internal service funds policies and procedures.	15%	40%	40%
Percentage of buyers that have earned the C.P.M. accreditation.	10%	0%	20%
Percentage of changes that are posted to the templates as they occur.	New	New	100%
Percentage of county departments that use the interactive requisition.	New	New	50%

The Purchasing Department did not meet it's initial goal in 2006-07 of a Buyer earning the C.P.M accreditation due to the fact that one Buyer has completed only two of the four required modules at this time, and will not receive full accreditation until 2007-08. In 2007-08, the department will make a strong effort to enlist affected Buyers in the certification process to ensure they earn the C.P.M. certification before the end of the fiscal year.

